

Debt Collector Services for the City of Santa Fe  
RFP '16/33/P

Date: June 10, 2016

Listed below are the questions that have been raised concerning the aforementioned RFP.

What is the date by which you will answer these questions?

**Today: June 9<sup>th</sup>.**

Why is the contract out to bid at this time?

**No collection program in place.**

Is there a deadline for questions?

**Yes: Friday, June 10, 2016; 5:00PM MST**

When is the anticipated contract start date?

**Mid July 2016.**

Have all options to extend the current contract been exercised?

**No contract in place at this point.**

Who is the incumbent, and how long has the incumbent been providing the requested services?

**No incumbent at this point.**

To what extent will the location of the bidder's proposed location or headquarters have a bearing on any award?

**Location is not a priority. We are looking for quality and experience in the collection process.**

How are fees currently being billed by any incumbent(s), by category, and at what rates?

**No data. No contract in place**

What estimated or actual dollars were paid last year, last month, or last quarter to any incumbent(s)?

**None: The City has not been doing collections this last year.**

Please describe your level of satisfaction with your current vendor(s), if applicable.

**Currently we do not have a vendor on record for this service.**

Can you please provide a greater description of the specific kind of receivables to be placed for collection?

**The aging accounts in all departments are posted on the website under addendum #3. That is all the info we have at this point on the uncollectable.**

What is the total dollar value of accounts available for placement now by category, including any backlog?

**The dollar value are listed in addendum #3.**

What is the total number of accounts available for placement now by category, including any backlog?

**See addendum #3.**

What is the average balance of accounts by category?

**See addendum #3.**

What is the average age of accounts at placement (at time of award and/or on a going-forward basis), by category?

**See addendum #3. Everything time category will be turned over to the awarded vendor.**

What is the monthly or quarterly number of accounts expected to be placed with the vendor(s) by category?

**See addendum #3. All accounts in every category over 30 days will be turned over to the vendor. Unknown figures at this point.**

What is the monthly or quarterly dollar value of accounts expected to be placed with the vendor(s) by category?

**Every dollar value you see on addenda #3 will be immediately placed with the awarded vendor.**

What has been the historical rate of return or liquidation rate provided by any incumbent(s), and/or what is anticipated or expected as a result of this procurement?

**No data available, the City has not been actively collecting.**

If applicable, will accounts held by any incumbent(s) or any backlog be moved to any new vendor(s) as a one-time placement at contract start up?

**No incumbent, all accounts are currently in house.**

Does your incumbent vendor(s) qualify for Local Preference as identified in section 7 of RFP?

**No incumbent at this time.**

Since this is a contingency fee based contract, must vendors provide a per-hour cost proposal per #2 of the submittal requirements? Please provide additional guidance on how interested bidders are to comply with this section.

**Important: Contingency fee based contract. We are eliminating Submittal Requirement #2 as stated on page 13.**

Why did the City cancel the 2013 RFP?

**It was the decision of the Governing Body to cancel.**

Are the bidders required to directly respond to each item listed in the Scope of Services?

**Yes:**

Are letter vendors considered subcontractors?

**If they are not employed by your organization they are considered subcontractors.**

How would the City like the proposal to be structured?

**Follow the Submittal Guidelines as stated on Page 13 of the original RFP. Utilize the scoring criteria on page 14 as your submittal strategy. Study the scope of work starting on page 9.**

Does the City require a digital copy of the completed proposal?

**Yes: One CD and six hard copies.**